

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING**  
(An Autonomous Organisation of Education Department, Govt. of NCT of Delhi)  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**TERMS & CONDITIONS FOR PROVIDING CANTEEN SERVICES.**

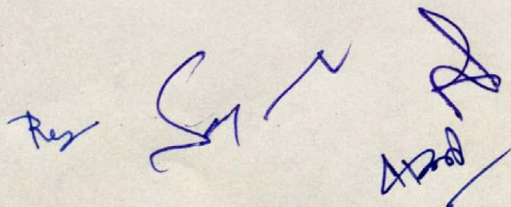
SCERT is desirous of having a functional canteen in its premises, for a period of one year, for the staff members, students and programmes/workshops.

Completed tender forms along with the documents as mentioned in the Technical bid and Financial bid are invited, to be submitted in the drop box placed at the R & I counter of the Council, in sealed cover envelop marked "Tender for Canteen Services" on the top and addressed to Director **State Council Of Educational Research And Training** by 5.30 P.M. up to ~~06.3.20~~ Financial bid will be opened in the presence of the bidders who will qualify Technical bid only. However, Technical bid will be opened on ~~11.3.20~~ at 11.30 a.m., in the Chamber of Dy. Director, SCERT Room No. 22, 1<sup>st</sup> Floor, **State Council of Educational Research and Training**. The date for opening of financial bid will be decided by CA separately. Tender will be awarded to the Agency who will quote highest rent for Canteen Accommodation. The successful tenderer will have to deposit advance rent of two months to the **State Council of Educational Research And Training**, New Delhi before taking the Canteen contract.

Tender forms can also be downloaded from the website of the Council i.e. [www.scertdelhi.nic.in](http://www.scertdelhi.nic.in)

1. The contractor should have 3 years' experience in the catering business.
2. Advance rent: Accommodation will be provided for canteen on payment of advance rent of two months in the form of DD/Account Payee Cheque in favour of Director, SCERT and will continue to pay rent in advance by 5<sup>th</sup> of every month.
3. **Electricity:** Electricity will be provided by the Council for one month only which shall not be used for cooking purposes. The agency would use power consumption only for refrigerator, hot-case, grinding machine etc.
4. Electric and water facilities will be provided to the contractor by SCERT as under:- The contractor will have to install separate Electric meter within one month of operation in SCERT failing which electricity will be disconnected. Vender will deposit Rs. 2500/- per month in advance for Electric charges till the time of installation of meter for use of only one refrigerator, one hot case, grinding machine, four fans and 4 lights and 600/- will be charged for use of water per month). The charges will be paid in advance (by 5<sup>th</sup> of every month) with Accounts Branch, SCERT.
5. The Contract will be initially for a period of one year. However, after the expiry of three months, the Council will evaluate the performance of services provided by the contractor. If the services are found satisfactory, the Council reserves the right to extend the contract for another nine months on the same terms & conditions. The SCERT reserves the right to terminate the contract, at any time during the currency of contract by giving 7 days' notice to the Contractor.

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6. The Contractor has to ensure that Canteen Premises are used for only the purpose of running the Canteen services and not for other purpose in any manner. The Contractor himself and/or his worker should not use the premises of any other business purpose. The Contractor shall not be authorized for any kind of sub-letting the premises in any manner.
7. The Contractor shall arrange utensils, cutlery and crockery and other equipment/items required to run the canteen.
8. The Contractor shall be responsible for running the canteen as per the rules applicable including Municipal Rules and Regulations, relating to the canteen in force from time to time, during the subsistence of the Contract. Responsibility to obtain necessary license to run the canteen from competent Authority shall lie with the contractor.
9. The Contractor shall employ his own canteen staff, provide them clean uniform at his own cost and to ensure their hygiene.
10. The Contractor shall procure and use all fresh and of standard/good quality raw material, eatables, oils etc. necessary for running for the canteen at his own costs.
11. The Contractor will be required to strictly observe timing of the office and also rules framed by the SCERT as amended/provided from time to time.
12. The contractor shall have to provide the canteen/catering services normally on five days a week and if required, he may be asked to provide the said services on holidays or late hours in the office.
13. The Contractor shall also undertake and ensure the availability food items tea, coffee, lunch, dinner etc. even beyond the working hours and/or on holiday, if required by the authorities, at the same rate.
14. The Contractor or their authorized representative must be available in the canteen at all times to attend the complaint, if any.
15. The oil/ghee to be used shall be with FSSAI mark.
16. The contractor will be responsible for maintaining cleanliness inside the canteen.
17. The contractor shall provide a portable weighting machine in order to check the weight of item supplied, as per approved rate list.
18. The contractor will settle and pay all Municipal and other statutory taxes, if any, to the concerned authorities.
19. It will be obligatory on the part of the contractor to sign the offer. After the work is awarded, he will have to enter into an agreement for work awarded on a non-judicial stamp paper of required value at his own cost within ten working days from the date of receipt of acceptance order or before the work is undertaken.
20. The contractor should verify the character antecedents of all the persons employed, through local police and shall submit a certificate to this effect.
21. The courts of Delhi/New Delhi shall have the exclusive jurisdictions to try all disputes if any arising out of this contract.

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22. **Termination:** In case the services are not found satisfactory, the agreement will be terminated by SCERT without any notice and without assigning any reasons whatsoever.
23. **Advance Rent:** In case the preparation of the canteen to be served by the contractor being found to be unsatisfactory or the contractor fails to fulfill his obligations of the contract at any time during the time of the contract, Director, shall have the power to reassign the contract & in that case the Advance rent of 2 months of the contractor or part hereof can be forfeited.
24. The contractor shall keep the canteen open from 9.00 A.M. to 6.00 P.M. both in summer and winter on all working days or during any period as directed by Director or its authorized representative.
25. The Contractor shall make the arrangements for keeping all eatables in glass cover show cases to protect from flies, insects, dust and other environmental factors.
26. No responsibility will be taken by the Director/Canteen Committee for credit sales, loses or pilferage.
27. The Canteen shall not be closed on any working day of the institution without the permission of the Director/Canteen Committee.
28. The Contractor shall sell and serve only such items as approved by the Director.
29. The Contractor shall display the approved list of rate at the conspicuous place in the Canteen on a Board of minimum 4' X5' in size.
30. Contractor will be responsible to dispose off his garbage on his own.
31. Canteen contractor must not employ any child labour.
32. No supply of eatables or soft drinks etc., is allowed in class rooms of this Institute/Organisation.
33. Contractor, in no case, will use unbranded/unhygienic eatable items, If found, contract shall be cancelled and all the penalties imposed by enforcing Govt. authorities will be borne by the contractor.

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Part - I : (Technical bid)

*Envelope - : of the Technical bid prepare by the bidder shall comprise of the following documents in a BIG Envelope:-*

Sealed tenders are invited from parties/contractors having sound financial credentials in providing canteen services to different Govt. and/or other reputed organizations. The contractor is required to supply tea/ snacks, meals etc. to the employees of the Council, and to the officers attending the office for various meetings of the Council. **The contractor should have 5 years' experience in the catering business, out of which at least 3 years' experience should be in running the canteen of a reputed organization, preferably a Govt. organization.**

1. Copy of the proof indicating the date of establishment of the organisation
2. Copy of the proof having enough manpower for running the canteen
3. Copies of the certificates for providing satisfactory services for "Canteen Services" obtained from the organisation on their letter-head, where similar nature of works has been executed, clearly specified the number of employees served.
4. Copies of registration with Department of Sales Tax, Government of state / Central Govt., Service Tax Registration.
5. Copies of the Annual Report i.e. Balance Sheet and Profit Loss A/c. of three financial years from **1<sup>st</sup>. April 2016 to 31<sup>st</sup> March 2019** of the bidder duly certified by the Chartered Accountant and banker's sanction letter for limits (if any).
6. Copy of Valid PAN Number.
7. Copies of the proof having PF/ESI registration for the workers deployed.
8. A complete Menu items form duly signed and stamped as per Annexure II.

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STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING,  
VARUN MARG, DEFENCE COLONY, NEW DELHI-24

ANNEXURE 'II'

LIST OF ITEMS TO BE COMPULSORY PROVIDED IN THE CANTEEN

S.No.	Items	Quantity
1.	Tea	70 ml.
2.	Tea with Tea bag / Special Tea	70 ml.
3.	Coffee	70 ml.
4.	Samosa	100-150 gm.
5.	Bread Pakoda	100-150 gm.
6.	Chole /subzi	
7.	Veg. Sandwich	Medium size
8.	Thali	With two vegetable, rice 2 chapatti, raita, pickle
9.	Executive Lunch (Buffet)	ON DEMAND / As per Requirement
10.	Packaged snacks	
11.	Packaged water	

Signature and stamp of bidder

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